

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: February 27, 2004

REPLY TO

ATTN OF: AD-442:Stotelmeyer

SUBJECT: **TIME AND ATTENDANCE REPORTING FOR FEBRUARY 26, 2004**

TO: All ORO Employees Duty Stationed in Oak Ridge, Tennessee

Due to hazardous road conditions, a liberal leave policy was in effect for the morning of Thursday, February 26, 2004. Under this policy, normal business hours are observed; however, employees are permitted to use leave or credit hours, without prior approval, to cover all or part of their absence caused by a hazardous weather situation. In addition, supervisors may excuse up to 2 hours of tardiness under this policy. Employees receiving excused tardiness should be charged with Administrative Leave (Code LN). Tardiness in excess of 2 hours should be charged to an appropriate leave category.

Please note that some employees may not have been aware that the liberal leave policy was implemented. Road conditions became more hazardous after the initial decision was made to maintain normal business hours. Therefore, further discussions were held at approximately 7:30 a.m. which led to the implementation of the liberal leave policy Thursday morning. This change was immediately posted to the Employee Hotline by Emergency Operations Center staff.

At 10:30 a.m., management authorized the early dismissal of Federal employees. Employees who departed the workplace at or after the established dismissal time should be charged with Administrative Leave (Code LN) for the remainder of their work schedule for this day. Employees who left prior to 10:30 a.m. should be charged with an appropriate leave category from the time they departed the workplace to the end of their work schedule. Those who were scheduled to work and did not report for duty at all or who were on approved leave should be charged with an appropriate leave category for the entire day.

Questions regarding excused absence or leave in any specific situation should be directed to your timekeeper or to your Human Resources Specialist.



Melanie M. Kent, Chief
Personnel and Management
Analysis Branch